

JOB DESCRIPTION: **ADMINISTRATIVE ASSISTANT 1**DATE: **11/22/2019**

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<b>EXEMPT (Y/N):</b>	No	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Public Works	<b>CLASSIFICATION:</b>	045
<b>SUPERVISOR:</b>	Asst. Director, Public Works	<b>SALARY RANGE:</b>	23
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 697

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**GENERAL STATEMENT OF DUTIES:** Perform a wide variety of basic to advanced administrative duties in support of a department, including answering telephone and greeting public, providing requested information, typing, scheduling appointments, issuing receipts and maintaining records. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Answer telephones, greet visitors, record and respond to complaints and requests for road maintenance, respond to requests for information, and direct inquiries to the appropriate employee.

Assist the public with the preparation of permits. Record and process permits. Authorize overweight / oversize haul permits per established guidelines.

Compile invoices and prepare claims for payment. Prepare claims for data entry and balance and file all claims for fiscal year.

Process and balance receipts for County Depletion Fee Ordinance.

Maintain accurate time records for department employees and input time records and other information into the Integrated Road Information System (IRIS) and prepare reports from the database.

Maintain files and records relating to department activities. Process a wide variety of forms, and prepare informational lists.

Type and edit correspondence, contract documents and reports.

When requested, prepare payroll records and prepare claims for payment of purchases.

Perform cash handling duties in accordance with the County Cash Handling Standards.

Assist other departmental personnel in the performance of their duties as workload and/or staffing requirements dictate.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility assigned to this position. However, this position may be involved in the coordination, training and orientation of other departmental personnel.

**SUPERVISION RECEIVED:** Work under the general supervision of the Assistant Public Works Director who assigns and reviews work for conformance with established policies and procedures.

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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent and at least five years progressively responsible general office experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of bookkeeping and accounting principles and practices. Considerable knowledge of office methods and procedures. Strong familiarity with the use and operation of all types of standard office equipment and with the use of personal computers and business software, such as word processing, spreadsheets, databases and online programs.

Ability to communicate effectively both verbally and in writing. Ability to act in such a manner so as to maintain the confidentiality of issues and matters which may be encountered. Ability to enforce all laws, regulations, ordinances and standards consistently to ensure maximum compliance and to protect the public health and safety. Ability to act effectively and decisively in emergency situations. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Occasional projects may require exposure to outdoor weather conditions and terrain.